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<i>JOB TITLE:</i>	Executive Director
<i>REPORTS TO:</i>	Board of Directors
<i>LOCATION:</i>	Continental USA

<b>SUMMARY JOB DESCRIPTION:</b>	
Reporting to the Board of Directors, the Executive Director provides the leadership and management to guide the strategic execution of DECA’s mission and goals to unite and advance the diabetes camp community. The Executive Director is responsible for driving strategic initiatives, revenue generation, resource (financial, personnel) management, organizational development, and staff and volunteer team management.	
<b>RESPONSIBILITIES:</b>	
<p><b>General Leadership &amp; The Board of Directors:</b></p> <ul style="list-style-type: none"> <li>• Ensure and manage the day-to-day operations of the Diabetes Education &amp; Camping Association (DECA) including public relations, financial management, organizational efficiency (through technology and policy making), compliance, and office administration.</li> <li>• Serve as a national voice for DECA, and regularly communicate with all stakeholders on diverse platforms.</li> <li>• Serve as an industry thought leader, ensuring member camps understand the complexity of best practice standards in diabetes education &amp; camping.</li> <li>• Actively engage and energize DECA member organizations, volunteers, board members, event committees, partnering organizations, and funders.</li> <li>• Build partnerships across the diabetes community to bring voice to member organization missions and support program initiatives.</li> <li>• Develop, maintain, and support a strong Board of Directors; serve as ex-officio of board committees; seek and build board involvement and strategic direction.</li> <li>• Ensure board best practices through operations, administration, planning, meetings, and information dissemination.</li> <li>• Build alignment and maintain role clarity across board and committees, and division of labor between board, staff, and volunteers.</li> <li>• Lead, coach, develop, and retain DECA's high-performance staff and volunteer team.</li> </ul> <p><b>Fundraising, Communications &amp; Outreach:</b></p> <ul style="list-style-type: none"> <li>• Plan and implement comprehensive development plans, which may include fundraising events and activities, donor cultivation, grants, and partnerships.</li> <li>• Expand revenue generation through fundraising activities which support existing program operations and develop new revenue streams to fund expansion initiatives consistent with strategic objectives.</li> <li>• Deepen and refine all aspects of communications with a keen focus on technologies — from web presence for brand recognition to technologies which improve member and partner services.</li> </ul>	

- Builds long-term relationships with key donor segments based on mission, cultivation, and stewardship, program outcomes, and sound fiscal management.
- Builds and manages positive relationships with partner organizations, peers, the diabetes community, media outlets, industry associates, and schools.

#### Finance & Operations

- Oversees preparation of the annual budget, ensuring fiscal responsibility and sustainability and understands financial documents including budgets, finance reports and use these to regularly evaluate operations.
- Ensure required filings including 990, Annual Reports and other compliance with all laws and regulations.
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- Create, monitor and maintain all operational policies.
- Ensure adequate hardware and software technologies are in place for fundraising, financial and program management.

#### Programs

- Ensure ongoing programmatic excellence, rigorous program evaluation.
- Lead all programs with adherence to strategic vision and ensure vision is clear to external stakeholders.
- Create a collaborative network across stakeholder groups including member organizations, partners, funders, and those served by programs.
- Be accountable to constituent groups, utilizing data and evaluation for ongoing program development and analysis.
- Develop and implement programs that meet the strategic direction of the Board of Directors and ensure efficient and effective program delivery, monitoring, and evaluating outcomes.

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree required.
- 5+ years of professional experience working in a sector that partners with those impacted by a health condition or related field.
- 5+ years of leadership experience, non-profit preferred.
- 2+ years diabetes camp Staff or volunteer experience preferred (not required.)
- Experience casting a vision, building a strategy in collaboration with the Board of Directors, and hands on leadership executing a plan.
- Demonstrated fundraising experience with success in building dynamic relationships with key stakeholders, business, and foundation leaders, and others who can influence individual, corporate, and foundation, giving; experience cultivating, soliciting, and stewarding major gifts; grant experience preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Passionate about DECA mission, vision, and values.
- Inspiring communicator who can motivate staff, the Board, donors, partners, and volunteers to ensure the organization's mission and goals are consistently advanced.
- Excellent written and oral communication skills with a high degree of professionalism and ethical sensitivity to represent DECA to all external stakeholders, building and maintaining strong relationships with partners, donors, media, and the community.
- Ability to maintain a commitment to confidentiality.
- Work closely with the Board of Directors to provide regular updates, seek input, ensure adequate resources, and collaborate on strategic initiatives.

- Support the Board in governance and policy-making activities, including managing risk to the organization.
- Ability to manage multiple projects and opportunities with strategic priority and recommend timelines and resources needed to achieve the strategic goals.
- Ability to meet deadlines.
- Ability to travel to annual winter conference and to work occasional evenings and weekends for conferences/events.
- Proficiency with various technological systems, including MS Office suite.
- Patience, flexibility, resilience, integrity, adaptability, and a commitment to excellence.